International Student Program Manager

Phoenix Christian Preparatory School

Position Summary

The International Student Program Manager supports the mission of Phoenix Christian Preparatory School by coordinating and managing the day-to-day operations of the International Student Program. This position works closely with the Director of the International Student Program to ensure that international students are well-supported academically, spiritually, and culturally while attending Phoenix Christian.

The Manager plays a key role in student support, program coordination, communication with families and partners, and compliance with program expectations. The Director provides strategic leadership and oversight while the Manager implements program operations.

Reports To

Director of the International Student Program

Position Type

Part-Time Staff Position: 20-25 hours weekly during academic year and Summer

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Qualifications

Spiritual

- Demonstrates a personal and growing relationship with Jesus Christ.
- Supports and models the mission, vision, and statement of faith of Phoenix Christian Preparatory School.
- Demonstrates Christian character including integrity, humility, compassion, patience, and servant leadership.

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- Exhibits enthusiasm, kindness, perseverance, and professionalism in all interactions.

Professional

- Bachelor's degree preferred.
- Experience working with international students, educational programs, or student services preferred.
- Strong organizational, communication, and intercultural skills.
- Ability to work effectively with students from diverse cultural backgrounds.
- Strong administrative and problem-solving abilities.
- Ability to maintain confidentiality and exercise sound judgment.

Key Responsibilities

Student Support & Care

- Serve as a primary point of contact for international students regarding day-to-day needs.
- Assist students in adjusting to life at Phoenix Christian and in the United States.
- Monitor student well-being, academic progress, and social adjustment.
- Support the development of a welcoming and supportive environment for international students.
- Assist with conflict resolution and student concerns when they arise.

Program Coordination

- Assist the Director in managing daily operations of the International Student Program.

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- Coordinate orientation programs for new international students.
- Support the organization of cultural, community, and school engagement activities.
- Help facilitate communication between international students, host families, faculty, and administration.
- Maintain accurate records related to student participation and program requirements.

Admissions & Enrollment Support

- Assist with international student admissions processes as needed.
- Communicate with prospective families and international partners under the direction of the Director.
- Support onboarding processes for newly accepted students.
- Help ensure students and families understand school expectations and policies.

Compliance & Documentation

- Assist the Director in maintaining documentation and records related to international student enrollment.
- Support compliance with all applicable program guidelines and requirements.
- Maintain organized files and records for international student documentation.

Communication

- Maintain regular communication with international families regarding student progress and school information.
- Serve as a liaison between students, parents, host families, and school staff.

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- Provide timely responses to inquiries related to the international program.

Event Planning & Community Building

- Assist in organizing cultural events, student gatherings, and community-building opportunities.
- Encourage integration of international students into the broader Phoenix Christian community.
- Support initiatives that celebrate the diversity of cultures represented on campus.

Collaboration

- Work closely with the Director of the International Student Program to implement program goals and initiatives.
- Collaborate with Admissions, Student Life, Academic Leadership, and other departments as needed.
- Participate in meetings related to international student support and program development.

Professional Expectations

The International Student Program Manager:

- Demonstrates professionalism, reliability, and flexibility.
- Maintains a Christian example in conduct, speech, and relationships.
- Uses clear and professional written and verbal communication.
- Maintains emotional stability and positive problem-solving in stressful situations.

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- Respectfully supports and submits to school leadership and administrative direction.

Physical and Work Requirements

- Ability to occasionally work evenings or weekends for program events or student needs.
- Ability to supervise students during activities or events when necessary.

Mission Alignment

All employees of Phoenix Christian Preparatory School are expected to actively support and advance the mission of the school by modeling Christ-like character, building meaningful relationships with students, and contributing to a culture that honors God and serves others.